

EXECUTIVE DIRECTORATE

3rd Independent External Evaluation of EFSA 2017

MANDATE OF THE EVALUATION STEERING COMMITTEE

Principles

Members of the Evaluation Steering Committee need to be able to ensure that the evaluation process is methodologically sound, timely, well-scoped and results-oriented

Tasks of the Evaluation Steering Committee

- Advise on whether the Management Board recommendations related to the previous external evaluation have been implemented or need further focus and implementation
- Advise on the evaluation mandate of the external evaluation
- Draft/advice on the terms of reference of the external evaluation
- Endorse the inception report prepared by the contractor (detailed description of the methodology/tasks to be applied)
- Endorse the initial analysis of the data collected (interim report)
- Endorse conclusions of the evaluator with respect to the evaluation questions and terms of reference (final report)
- Draft Management Board recommendations addressing the outcome of the external evaluation

Responsibilities of the Evaluation Steering Committee

- Ensure that the interests of stakeholders/partners are taken into consideration and that the interests of the institutions which might have to act upon the recommendations addressing the outcome of the external evaluation are taken into account
- Safeguard the technical quality of the evaluation from a methodological viewpoint
- Safeguard independence of the evaluation
- Guide the evaluation work not only on contractual matters but also in view of the scientific quality of the work
- Support the evaluation work and regularly assess the quality of the deliverables

Membership of the Evaluation Steering Committee

EFSA Management Board Members:	Jaana Husu-Kallio (chair), Aivars Bērziņš, Didier Houssin, Pieter Vanthemsche
European Commission:	Michael Scannell (alternate: Lorenzo Terzi)
EFSA staff:	Bernhard Url/Juliane Kleiner

Organisational matters

For the Evaluation Steering Committee physical and teleconference meetings are planned in conjunction with the Management Board meetings in Parma from December 2016 until September 2018. Provisional meeting schedule

Date	Objectives of the meeting
13 December 2016	Discuss draft TOR
23 March 2017 before or after MB meeting	Finalise TOR and Tender specifications
End August 2017	Comment on Inception report (via written procedure or teleconference)
10 October 2017 before or after MB	Exchange between contractor and MB Steering Committee
11 or 12 December 2017 before or after MB	Discuss Interim report
March 2018 before or after MB	Discuss draft final report and draft action plan based on the evaluation recommendation
June 2018 after the MB	Draft MB conclusions
October 2018 (if needed)	Finalise MB conclusion

The mandate of the Evaluation Steering Committee will terminate with the finalisation of the MB recommendation in October 2018.

Secretariat of the Evaluation Steering Committee
EFSA: Silvia Bellocchio

Technical Committee to support the Evaluation Steering Committee

The Evaluation Steering committee will be supported by a Technical Committee from within EFSA and Commission services to facilitate practical and technical aspects (e.g. supporting contractor with access to information; checking quality and coherence of work) and the day to day interface with the contractors

Composition of Technical Committee: EFSA Head of Departments, Bernhard Url, Juliane Kleiner, SANTE D1 (Jeannie Vergnettes/Marina Marini) and A1 (Amalia Coman)

Final Version agreed by the EFSA Management Board Evaluation Steering Committee on 13 December 2016